



DEPARTMENT OF THE NAVY  
THEATER NETWORK OPERATION & SECURITY CENTER (TNOSC)  
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30 Oct 06

From: Director, Theater Network Operations and Security Center  
(TNOSC), Naval Computer and Telecommunications Station  
(NCTS), Naples

To: ONE-NET Customers

Subj: USER ACCOUNT INACTIVITY MEMORANDUM

Ref: (1) CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION  
(CJCSI) 6510.01D Dated 18 March 2005, Appendix A, Enclosure  
C, Paragraph 18.

1. IAW reference 1, effective immediately, the Theater Network Operations and Security Center (TNOSC), will institute system scans to identify user accounts not accessed over a specified period.

2. TNOSC EUROPE will terminate user accounts IAW section 4 of this memorandum. (*\* Users are required to notify the TNOSC Helpdesk (DSN 314-626-HELP) prior to deployment, extended temporary duty (TAD), or extended leave/liberty to ensure that the TNOSC makes the appropriate annotations to the user's account(s) to accommodate extended user account inactivity. Each user must fully understand it is ultimately their responsibility to maintain good standing and notify TNOSC EUROPE upon departing the area.*)

3. An extended period of inactivity is defined as a user account that has not been accessed for 30 days or more. A user account includes NIPRNET and SIPRNET domain login, MS-Exchange electronic mail account, Citrix account, and/or Outlook Web Access (OWA) account(s).

4. The TNOSC will complete the following action(s) based on account inactivity reports from system scans:

A. 30 days: Account disabled. The TNOSC will attempt to contact the user and/or the customer's office to inquire on inactive status.

B. 60 days: User's data (mail and home drive) archived and removed from the primary servers to an offline server. TNOSC will make another attempt to contact the user and/or the customer's office to inquire on inactive status.

C. 90 days: If no contact from the customer, the user account(s) will be terminated and archives deleted.

5. TNOSC EUROPE will make every effort to make contact with our customers to ensure continued quality service.

6. Should you have any questions or comments in regard to this memorandum, please contact the TNOSC Business Office (DSN 314-626-4225) any time.

7. This memorandum supersedes all other previous, same subject.

A handwritten signature in dark ink, appearing to read "Mark F. Bibeau". The signature is fluid and cursive, with the first name "Mark" being the most prominent.

MARK F. BIBEAU  
LCDR USN